**CIfA Qualifications – request for a reasonable adjustment.**

Please complete this and send to assessment@archaeologists.net.

A reasonable adjustment relates to an adjustment that helps to reduce the effect of a disability or a physical or mental health condition, which may place a candidate at a disadvantage compared to others.

Please download and read the IfATE reasonable adjustment matrix for information on types of disability/conditions and examples of reasonable adjustments that can be made.

**Please complete the fields below.**

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| --- | --- |
| **Candidate name** |  |
| **Qualification name** |  |

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| 1. **Please provide reason/s for the reasonable access request.**
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| 1. **Please provide evidence to support your statement in box 1 above and describe it in the space below (e.g. ‘I attach a diagnosis report’).**
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| --- | --- | --- | --- | --- | --- |
| 1. **Please state the specific reasonable adjustments that you would like to request and tick the appropriate box to indicate which assessment method they relate to:**
 | **Project**  | **Professional discussion** | **Observation** | **Online test** | **NVQ** |
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*CIfA Qualifications use only:*

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| **I have reviewed this request and can confirm that the reasonable adjustments listed below will be put in place:**  |
|  |
| **Name** | **Role at CIfA Qualifications** | **Date** |
|  |  |  |